



# Provo City School District

Technology Support  
(801)374-4888

## TECHNOLOGY HARDWARE REQUEST FOR APPROVAL

Provo City School District Technology Department maintains a current list of approved technology hardware items that are compatible with our network systems, network security protocols, and can be maintained by our IT department. You can view the updated list at the following link: [goo.gl/j1xuP6](http://goo.gl/j1xuP6)

Additions to this list may be requested by individuals throughout the district for consideration. This is a request process, requiring approval before it is permissible to purchase such items. Although we will try to be timely in reviewing requests, this process may take 1-2 weeks once it has reached the Technology Department.

### Approval Process:

1. Complete this form and submit to your Principal/Director for signature.
2. If approved, Principal/Director will sign and submit this form to the Technology Department.
3. If approved, Technology Dept. will sign and submit to the Technology Director for final approval.
4. Final notice of approval/denial will come from the Technology Director's office.

REQUESTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ ROOM #: \_\_\_\_\_

GRADE LEVEL(S) TAUGHT: \_\_\_\_\_

NAME OF ITEM REQUESTED FOR APPROVAL \_\_\_\_\_

NUMBER OF ITEMS REQUESTED \_\_\_\_\_

Description of requested hardware:  
(Please include your reasoning for going outside the approved hardware list.)

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If applicable, please attach a copy of your quote(s) with this request to help us better determine what you are requesting. Please make sure that it includes quantity, costs, descriptions of hardware, etc.

Assuming it is approved, are you planning to buy this hardware immediately? \_\_\_\_\_

If not immediately, when? \_\_\_\_\_

Funded by: \_\_\_\_\_ (Department and/or budget)

**The following questions are to help you evaluate the requested hardware's relevance to the teaching/learning environment.**

How will this hardware item be used to enhance student learning, especially with regards to alignment with the approved district curriculum and the state standards?

Will the hardware be used by the teacher, the students, or both?

What special software comes with this equipment that must also be considered? What site license requirements will arise? What are the annual renewal, maintenance and support fees? Please specify.

All equipment requiring installation is to be done by approved district IT and/or maintenance staff. What installation and wiring needs are required for this equipment?

**PRINCIPAL/DIRECTOR SIGNATURE:** \_\_\_\_\_ (principal/director signature indicates acknowledgement of and support for this request)

**Principal/Director:** What is your replacement/sustainability plan when this hardware becomes too dated to use? \_\_\_\_\_

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**To be determined by the Technology Department**

This hardware (and any/all accompanying software) is compatible on the following operating system platform: (check one):

Windows 7 Professional       Windows 8 Professional       Windows 8.1 Professional   
Mac OSX       ChromeOS       Other Explain: \_\_\_\_\_

IT will attach any relevant information about security, compatibility, and/or operation concerns.

\_\_\_\_ This hardware is supportable and compatible with district networks and software.

**Technology Department Approval:**

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**To be determined by the Technology Director**

\_\_\_\_ All relevant information has been provided.

\_\_\_\_ All departmental approvals have been granted to this point.

\_\_\_\_ This request is consistent with the overall technology vision, networking, and budgeting priorities of Provo School District.

Other Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Technology Director Approval:**

Yes: \_\_\_\_\_ No: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_